

AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE Application Date		1. Agency Address	FOR RECORDS MANAGEMENT USE Application Number 83-7	
		Comptroller General, State Fire Marshal		
		Arson Investigation Division		
Application Number		#7 MLK Jr. Drive, Room 448	Date Received	Date Completed
		Atlanta, Georgia 30334	JAN 1 2 1983	JAN 1 9 1983
Person to Conta Barbara Dri		Working Title Secretary-Investigatio	n Division	Telephone Number 656–2064
3. Action Requeste		Decreasing - Investigation		
•		Schedule; record will continue to accumulate.		
		cumulation; no further accumulation anticipated.		
•	Application I	·	de; □ Void	
4. Dates of Series Earliest La	test	5. Records Series Title (followed by title used in office; if di	fferent)	
	resent	Owner/Occupant Index File		
6. Division and Of	fice Function	What is the function of the Division and the Office in	which this record se	ries is created?
•		l is responsible for the prevention of the		
		ic from fear of fire, and explosion and re		
		Fire Act. The Arson Investigation Divisi		
		empowered to carry weapons to enforce the		
		vestigators are called to examine a fire s		
		whether or not it was an incendiary, or se w enforcement officers with working local		
		end the perpetrators of the crime. Our me		
		ccelerants and foreign materials. They in		
		, furnish evidence of criminal acts to loc		
		court of law as expert witnesses.		
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7. Record Series D	escription	This file contains the following documents (include form no	ımbers and titles, if a	any):
Documents rela	ting to: mai	Attach samples of the file. ntaining a cross-reference to the Case Act	ion Investigat	tion Reports File
and to mainta	aining a	continuing record of individuals involved nvestigation cases.	in arson inves	stigations for
Included are:	4"x6" in	dex cards containing names of owners, occu	pants, witness	ses, and
•		involved in fire losses investigated by t	he Arson Inves	stigation
	Division	of the State Fire Marshal's Office		•
			•	
-				•
. 4				
		·		
File is arrangéd	alpha	betically by last name of individual.		
	•.			
8. Monthly Refere		How often are records referred to which are:		
One to six mon	ths old $\underline{}^2$	Seven to twelve months old; Thirteen to	o twenty-four montl	hs old $\frac{10}{}$;
twenty-five mo	nths and olde	er <u>10</u> ?	·	
9. Annual Kate of	Accumulation	on or Records	i *	· *
Letter-size draw	ers	ter divider; two rows of 4"x6 cards in eapproximately 4 rows or 2 drawers.	Other (specify)	drawer.
Annual accum	ulation a	ipproximatelý 4 rows or 2 drawers.		

(Over)

	YES NO 10. Questionnaire	(Place an "X"	" in the proper co	lumn)						
b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. x										
A c. Is this a vital record? d. Does this avital record? d. Does this saries have historical or long term research value? e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled spentably? J. Is the information contained in this saries ever analyzed and/or recorded in a summarized report? J. If they, attach core. J. Is this series on a major contained in this series ever analyzed and/or recorded in a summarized report? J. Is this series on a major contained in this series ever analyzed and/or recorded in a summarized report? J. Is this series for a major contained in this series ever analyzed and/or recorded in a summarized report? J. Is this series for a major contained in this series to be keept: J. Is this series for a major contained in this series to be kapt: J. Is this series for a major contained in this series to be kapt: J. Is this series for a major contained in this series to be kapt: J. Is this series for a major contained in this series to be kapt: J. Is this series for a major contained in this series to be kapt: J. Is this series for a major contained in this series to be kapt: J. Is this series for a major contained in this series to be kapt: J. Is this series for a major contained in this series to be kapt: J. Is this series for a major contained in this series to be kapt: J. Is this series for a major contained in this series to be kapt: J. Is this series for a series for a major contained in this series to be kapt: J. Is this series for a series for a major contained in this series to be kapt: J. Is this series for a major contained in this series to be kapt: J. Is this series for a series for series result in a complex for series for a formation instructions years. J. Is this series for a series for a formation of the series for series for a formation instructions apply to all prior and future accumulations of the series. Agency Head/Dosignee (Signature) Date J. It for the formation of						at at 2 and a silver at 2 and				
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